

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **February 10, 2004**

AGENDA ITEM NO.: 2

CONSENT: **X**

REGULAR:

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Addition to Physical Development Committee Guidelines**

RECOMMENDATION: Approve the attached guidelines for the operation of City Council's Physical Development Committee.

SUMMARY: Several times during the past six months members of the general public have made "walk in" presentations to the Physical Development Committee (PDC). These items were not on the agenda distributed for the meeting and no background information was provided. In some cases these presentations involved multiple or complicated subjects which neither the Committee nor City staff was prepared to address at the time of the meeting. This has resulted in citizens not getting a prompt or complete response to their concerns.

The PDC discussed this subject at its January 6, 2004 meeting and asked City staff to draft revised PDC guidelines requiring a two week notice of new items from members of the general public. The intent of the additions to the PDC guidelines is to make the best use of everyone's time and provide a complete response to the citizen's concern at the earliest date.

PRIOR ACTION(S):

November, 2002 – Original PDC guidelines approved by City Council

January 6, 2004 - PDC directs staff to prepare revised guidelines

February 3, 2004 - PDC approval of revised guidelines

FISCAL IMPACT: none

CONTACT(S): Bruce McNabb 455-3946

ATTACHMENT(S): revised PDC guidelines

REVIEWED BY: lkp

Lynchburg City Council

Physical Development Committee Guidelines

General Purpose Statement

To guide the City in the execution of Council-adopted physical development policies; to review and serve as a filter in determining specific physical development actions to be considered by City Council; and, to review reports regarding physical development and capital projects on a quarterly basis to determine if any adjustments are necessary during the fiscal year.

To better facilitate the Physical Development Committee meetings, there are three types of agenda items: General Business, Other Information and Items to be considered later by the full City Council. Following are examples of items that may be included in each of these sections:

I. Items considered as General Business include:

1. Presentations by and requests from City departments, citizens, outside agencies and private entities including those seeking relief from City Code requirements (preliminary review) and City policies, such as utility connection fees;
2. Petitions for utility line extensions;
3. Reallocations (greater than \$50,000) of non-project specific Capital Budget appropriations;
4. Reimbursements to developers for constructing City infrastructure such as streets, sidewalks, curb and gutter and utility lines.

II. Items considered as Other Information include:

1. Items that do not require immediate Committee action but are to advise the Committee on upcoming items or issues. Examples include: the annual infrastructure report, quarterly and special reports regarding the status of the City's physical development including City capital projects and other items relating to the City's solid waste system and water and wastewater systems, including the Combined Sewer Overflow (CSO) program.

III. Items to be considered later by the full City Council at a Regular City Council Meeting or Worksession include:

1. Street vacations and disposition of other real property;
2. Input into the planning and approach for the annual Capital Improvement Program.
3. Review and deliberations regarding the *Proposed Capital Improvement Program*
4. Changes to the City Code relating to the physical development of the City;
5. Adjustments to Capital Budget appropriations;
6. City Council reports relating to the physical development of the City.
7. Appropriation requests from Fund Balances for capital projects.
8. Demolition of City owned buildings.

IV. Committee Procedures Regarding Items from the General Public

1. In order to make the best use of the Committee's meeting time, requests for new items from the general public should be provided, preferably in writing, to the Office of the Director of Public Works two weeks prior to the Committee's scheduled meeting date. This schedule will provide City staff with adequate time to prepare background information, if necessary, and provide this information to the Committee prior its meeting. Exceptions to this procedure will be made in emergency situations. The Chairman of the Committee makes the final decision about which items are on the agenda. If the Chairman is not available, the decision will be made by the Director of Public Works, who will contact the Chairman as soon as he is available.

Approved by City Council 11-12-02

Recommended Changes for 2-10-04